

DIRECTIVE NUMBER 300-24-12

DATE: February 22, 2013

TO: All Kansas Department of Labor Employees

FROM: Lana Gordon, Secretary of Labor

SUBJECT: Removal of State Property from KDOL Premises and Reporting of Hours Worked Away from KDOL Premises.

1. **Purpose.** To assure that all KDOL employees are aware of the Department's policy regarding removal of State owned property from KDOL premises; implications involving the Fair Labor Standards Act, accountability of state property and the proper procedures regarding the same. This Directive supplements rather than replaces KDOL Directives 300-01-10, *Overtime and Compensatory Time*; and KDOL Directive 700-02-07, *IT Acceptable Use Policy*.
2. **Policy.** The unauthorized removal of state owned property from the premises of KDOL is strictly prohibited. Property includes but is not limited to data in electronic, printed or written form. The "acceptable use provisions" of KDOL Directive 700-02-07 do not extend to authorize the removal of KDOL property from KDOL premises. Supervisors shall not permit KDOL property to be removed from KDOL premises by employees who are subject to the overtime provisions of the Fair Labor Standards Act unless the employee has been approved for overtime prior to the removal of the property and the employee reports all hours worked away from KDOL premises the next regular business day whether these hours result in an overtime situation or not. No state owned property containing Personal Identifying Information, Social Security Information, or Federal Tax Information shall be removed from KDOL premises except by permission of the Division Director under circumstances approved by the Secretary and in compliance with the conditions of I.R.S. publication 1075 as amended. Failure to comply with the provisions of this policy may result in disciplinary action up to and including dismissal.
3. **Procedure.** All supervisors shall maintain a log for the purpose of accounting for state owned property removed from KDOL premises. At a minimum said log shall indicate:
 - a. A description of the item(s).
 - b. A serial number or assigned property number.
 - c. The name of the employee removing the item.
 - d. The date said property was removed.

- e. The reason the property is being removed.
- f. Whether overtime has been approved, and by whom (if the employee is exempt the term “exempt” shall be entered.)
- g. The amount of overtime approved. (If the employee is exempt the term “N/A” shall be entered.)
- h. The date the property is returned.

All supervisors shall assure that those employees who are not exempt from the overtime provisions of the Fair Labor Standards Act report any hours worked away from KDOL premises and assure that said hours do not exceed the overtime hours authorized. Supervisors shall follow the provisions of KDOL Directives 300-01-10 concerning the use of rearranged workweek and compensatory time.

- 4. **Rescissions:** None
- 5. **Expiration Date:** Continuous
- 6. **Contact:** Kyle Williams, HR Director, Kyle.Williams@dol.ks.gov

Lana Gordon, Secretary of Labor
Signature on file